

DEPARTMENT OF THE ARMY
UNITED STATES ARMY DENTAL ACTIVITY
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum
No. 15-1

23 September 1998

Boards, Commissions, and Committees
COMMITTEE STRUCTURE

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1. HISTORY. This is an initial publication.
2. PURPOSE. To establish and guide committees and boards in the U.S. Army Dental Activity under the provisions of pertinent Army Regulations.
3. SCOPE. This pamphlet applies to all organizational elements of USA DENTAC, Fort Huachuca.
4. REFERENCES.
 - a. AR 25-30, The Army Integrated Publishing and Printing program, 28 February 1989.
 - b. MEDCOM PAM 25-30, Preparation of Administrative Publications, 5 April 1996.
 - c. AR 40-68, Quality Assurance Administration, 26 Nov 89.
5. ORGANIZATION AND STRUCTURE.
 - a. Titles of committees are as follows:
 - APPENDIX A: Awards Board
 - APPENDIX B: Credentials Committee
 - APPENDIX C: Executive Conference Committee
 - APPENDIX D: Program Budget Advisory Committee
 - APPENDIX E: Quality Improvement Committee
 - APPENDIX F: Training Committee

b. Committee Schedule of Meetings: See appropriate appendix. Committee schedules are run on a calendar year.

c. Approving Authorities: Commander: Awards Board; Credentials Committee; Program Budget Advisory Committee; Quality Improvement Committee, and Training Committee.

d. Reports for all committees reporting to the QI Committee must be received in the QI office by the fifth working day of each month or quarter, as appropriate; all other committee reports will be forwarded to the approving authority not later than five working days following the meeting date.

e. Office of record for those committees reporting to the Executive Committee will be the Office of the Commander. Office of record for those reporting to the Quality Improvement Committee (to include monthly reports) and Credentials Committee will be the Quality Improvement Coordinator.

f. Reports will be completed in format shown in figure 1.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85614-7040.

//Original Signed By//

HARLAND G. LEWIS, JR.
Colonel, Dental Corps
Commanding

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APPENDIX A
Awards Board

1. PURPOSE: To review all military and civilian awards, and make recommendations to the commander on approval/disapproval.
2. REFERENCES: Army Regulation 600-8-22 and MEDCOM Regulation 600-8-22.
3. FUNCTIONS/RESPONSIBILITIES: To review and make recommendations on approval of award recommendations to the command.
4. OFFICE OF RECORD: Office of the Commander.
5. MINIMUM FREQUENCY of MEETINGS: Quarterly.
6. MEMBERSHIP FORUM: Majority of members.
7. COMPOSITION:

Deputy Commander
Detachment Commander (Chairman)
First Sergeant
Officer-in-Charge, Runion Dental Clinic
Noncommissioned Officer-in-Charge, Runion Dental Clinic
Recorder (Commander's Secretary)

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APPENDIX B
Credentials Committee

1. PURPOSE: To recommend to the Commander the clinical privileges of all individuals to which the privileging process applies in order to create and maintain an optimal level of professional performance through the appointment procedure, the delineation of dental staff privileges, and the continual review and evaluation of each health care provider's clinical activities.

2. REQUIREMENT FOR COMMITTEE: Department of Army.

3. REFERENCES: Army Regulation 40-68, Quality Assurance Administration, Dec 89.

4. FUNCTIONS/RESPONSIBILITIES:

a. Verify qualifications and recommend regular, supervised, temporary, or regular with enhanced supervision privileges based upon training, experience, health, demonstrated competence and certifying examinations.

b. Conduct annual/biennial or more frequent evaluations as necessary, to determine continued, extended or restricted privileges based upon education, training, health, experience, and the demonstrated competence as evidenced by the following:

(1) Minutes of the Quality Improvement Committee, the Patient Care Assessment Committee, and reports from the Risk Manager.

(2) Practitioner activity file.

(3) Results of on-going monitoring studies.

(4) Direct observation by the dental staff.

(5) Other relevant information including an evaluation by the clinic OIC in which such privileges are sought.

c. Ensure that clinical privileges (specific as to those granted and withheld) are delineated in writing to all individuals as indicated: Those who direct or primarily determine the course of dental treatment.

d. Ensure that all recommendations concerning initial, continued, extended or restricted clinical privileges to be granted individuals are received, reviewed and acted upon by the Commander.

e. Ensure that the standards applicable to credentialing, as set forth in the reference cited above, are met.

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5. OFFICE OF RECORD: Quality Improvement Coordinator.
6. MINIMUM FREQUENCY of MEETINGS: Monthly.
7. MEMBERSHIP FORUM: Majority of members.
8. COMPOSITION:

Officer-in-Charge, Runion Dental Clinic (Chairman)
Dental Officer
Recorder (Quality Improvement Coordinator)

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APPENDIX C
Executive Conference Committee

1. PURPOSE: To serve as an oversight committee to ensure that all functioning units are directed in accordance with regulating agencies and directives, to ensure the attainment of optimum patient care.

2. REQUIREMENT FOR COMMITTEE: There is no statutory requirement for a dental Executive Committee.

3. FUNCTIONS/RESPONSIBILITIES: To provide the command with a medium for coordinating the development of resource and information.

a. Reviews, evaluates, and acts upon recommendations of the Quality Improvement Committee.

b. Assists commander in establishment of local policies.

c. Monitors the implementation of the policies and the commander's decisions.

d. Sets priorities for problem solving.

e. Initiates proactive opportunities to improve care.

f. Review the Quality Improvement Program and the results of its actions annually. Make changes to the QI Program as needed to make it more effective.

4. OFFICE OF RECORD: Office of the Commander.

5. MINIMUM FREQUENCY of MEETINGS: Quarterly.

6. MEMBERSHIP FORUM: 75 percent of assigned membership (one of whom must be the commander or the deputy commander).

7. COMPOSITION:

Commander (Chairman)
Deputy Commander
Executive Officer
Senior Dental NCO

Officer-in-Charge, Runion Dental Clinic
Recorder (Commander's Secretary)

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APPENDIX D

Program Budget Advisory Committee

1. PURPOSE: To advise the Commander concerning all aspects of managing all DENTAC resources. The PBAC is the forum to ensure there is team oversight and input in the distribution and prioritizing of DENTAC resources.
2. REQUIREMENT FOR COMMITTEE: U.S. Army Medical Command.
3. REFERENCES: MEDCOM Regulation 15-5, Program-Budget Advisory Committee, 7 Sep 89.
4. FUNCTIONS/RESPONSIBILITIES:
 - a. Review resource guidance from higher headquarters.
 - b. Review and approve the distribution of DENTAC resources.
 - c. Review and approve the activity fund targets.
 - d. Monitor and investigate spending outside of targets, recommending actions as necessary.
 - e. Prioritize requirements for CEEP, MEDCASE, IMO equipment, facilities modification, manpower allocation, and funding. Actual detailed prioritizing will take place through subcommittees like the Working PBAC. The Working PBAC will meet quarterly and the membership will consist of PBAC members.
 - f. Such other matters as the commander may designate.
5. OFFICE OF RECORD: Office of the Commander.
6. MINIMUM FREQUENCY OF MEETINGS: Quarterly.
7. MEMBERSHIP FORUM: A majority of the committee.
8. COMPOSITION:

Executive Officer (Chairman)
Officer-in-Charge, Runion Dental Clinic

Supply Officer
Supply Sergeant
Computer Assistant
Recorder (Commander's Secretary)

The Chiefs of Logistics and Resource Management will be invited to attend the meetings as subject matter experts.

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APPENDIX E
Quality Improvement Committee

1. PURPOSE: To receive, act upon, coordinate and monitor recommendations of subordinate committees concerned with patient care quality outcomes, utilization management, risk management, and clinical privileging.

2. REQUIREMENT FOR COMMITTEE: Department of Army.

3. REFERENCES: Army Regulation 40-68.

4. FUNCTIONS/RESPONSIBILITIES:

a. Review and evaluate key functions, patient care quality outcomes, utilization management and risk management activities, clinical privileging, and customer focus and satisfaction.

b. Require corrective action within parameters of the mission, policies, and programs of the facility and notify the Executive Conference Committee when action is not implemented within a reasonable time.

c. Report pertinent findings to Credentials or Risk Manager.

d. Identify resources to implement an effective quality improvement program.

e. Determine the overall effectiveness of the quality improvement program.

5. OFFICE OF RECORD: Quality Improvement Coordinator.

6. MINIMUM FREQUENCY OF MEETINGS: Quarterly.

7. MEMBERSHIP FORUM: A majority of the committee.

8. COMPOSITION:

Officer-in-Charge, Runion Dental Clinic
Continuing Education Officer
Executive Officer
Infection Control Officer
Risk Manager
Senior Dental NCO
Recorder (Quality Improvement Coordinator)

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APPENDIX F
Training Committee

1. PURPOSE: To coordinate training for military and civilian employees.
2. REQUIREMENT FOR COMMITTEE: There is no statutory requirements for this committee.
3. REFERENCES: Army Regulation 350-1.
4. FUNCTIONS/RESPONSIBILITIES: Review the proposed training plans for civilian and military employees to ensure the unit is in compliance with the unit mandatory training schedule.
5. OFFICE OF RECORD: Office of the Commander.
6. MINIMUM FREQUENCY OF MEETINGS: Quarterly.
7. MEMBERSHIP FORUM: A majority of the committee.
8. COMPOSITION:

Detachment Commander (Chairman)
Alternate Wartime Role Training/Continuing Education Officer
Civilian Training Coordinator
First Sergeant
Training NCO

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Figure 1
Sample of Committee Minutes

DSBJ-CDR (15-1a)

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MEMORANDUM FOR Commander, USA DENTAC, Fort Huachuca, AZ 85613

SUBJECT: Minutes of Correspondence Committee Meeting

1. In accordance with DENTAC Pam 15-1, the committee met at 0900, 7 November 1997. The purpose of the meeting was to develop a standard for committee minutes.

- a. Members present:
- b. Members absent: (Include reason for absence, i.e. LV, TDY.)

- c. Others present:

2. Old Business: Minutes of the 30 November 1997 meeting were read and approved.

3. New Business:

- a. The draft format for committee minutes was discussed (encl). Proposed format will be adopted.
- b. Revision of HSC Memo 340-3, to include committee minutes, was approved.

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4. Actions Pending:
5. Recommendations:
6. The next meeting is scheduled for 0900, 1 January 1998.
7. The meeting was adjourned at 1000.

Encl

JANE B. GOODE
1LT, AG
Chairman

APPROVED:

GEORGE M. SNEADLY
COL, DC
Commanding